

Privacy Policy

The goal of these conditions is to inform data subjects about the processing of their personal data.

I.

Basic provisions

1. **'Personal data'** means any information relating to an identified or identifiable natural person, where an identifiable natural person is a natural person who can be identified, directly or indirectly, in particular by reference to a particular identifier.
2. **'Identifier'** means such as name, ID number, location information, network ID, or to one or more factors specific to his physical, physiological, genetic, mental, economic, cultural or social identity of individuals.
3. Data controller of personal data under article. 4 section 7 of the regulation of the European Parliament and of the Council (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (hereinafter referred to as: **'GDPR'**) is a company SKOL, s.r.o., IČ: 48396711 (hereinafter referred to as: the **'Administrator'**).
4. Administrator's contact information
address: Papírový mlýn 595/15, Krnov, PSČ (ZIP code) 794 01
e-mail: skol@skol.cz
phone: + 420 554 637 373
5. The administrator has not appointed a data processor for the protection of personal data.

II.

Resources and the categories of processed personal data

1. The administrator processes the personal data that you have provided or the personal information acquired by the means of your order. Specifically, the following information:
 - a. First name and last name.
 - b. E-mail address.
 - c. Telephone and fax numbers, cell phone number.
 - d. Main, billing and shipping address.
 - e. The preferred way of transportation.
 - f. The preferred method of payment.
 - g. The company name, company ID registration number, company VAT registration number.
2. The administrator processes your identification and contact information, and information necessary for the performance of the contract.
3. Cookies - cookie usage details are listed in a separate document referred to on the website (<http://skol.cz/>)

III.

Legal reason and purpose for processing of personal data

1. The legal grounds for processing personal data is
 - the performance of the contract between you and an administrator pursuant to article. 6. (1) (b), GDPR.
 - the legitimate interest of the administrator providing direct marketing (in particular, for the sending of commercial communications and newsletters) according to art. 6 (1) (f) GDPR.
 - your consent to the processing for the purposes of direct marketing (in particular, for the sending of commercial communications and newsletters) according to art. 6 (1) (a) GDPR, in conjunction with § 7 para. 2 Act No. 480/2004 Coll., on certain information company services in the event that no goods or services were ordered.
2. The purpose of the processing of personal data is
 - processing your orders and the exercise of rights and obligations arising from the contractual relationship between you and the administrator. When ordering the required personal information, which are necessary for the successful execution of

the order (name, address, contact), the provision of personal data is a prerequisite for the conclusion and execution of the contract; without providing personal information it is not possible to conclude a contract or to carry it out by the administrator.

- sending of commercial communications (newsletters) and other marketing activities.
3. The administrator does not carry out automatic individual decisions within the meaning of article 87(1). 22 GDPR.

IV.

The period of data preservation

1. The administrator shall keep personal information
 - obtained through a registered customer Newsletter (e-mail address, name and surname) until the user revokes their consent through the Newsletter system, or by written means.
 - contained in the purchase order, or invoice process for the period allowed by applicable law, or in accordance with them for a period of 10 years.
2. After the expiry of the period of storage of personal data; administrator deletes the data.

V.

The recipients of personal data (subcontractors of the administrator)

1. The recipients of personal data are the persons
 - involved in the delivery of the goods / services / implementation of the payments under the contract
 - transport companies
 - providing services in connection with the operation of the website and marketing services
 - E-Kom Promotion s.r.o.
2. The administrator may, on the basis of the consent you provide, provide personal data to a third country (to a country outside the EU) or to international organization for the purpose of providing mailing services; specifically the following companies: Mailchimp, Atlanta, Georgia, USA.

VI.

Your rights

1. Under the conditions laid down in GDPR you have the right to
 - access your personal data pursuant to art. 15 GDPR,
 - correct personal data pursuant to art. 16 GDPR
 - restriction of processing pursuant to art. 18 GDPR.
 - erasure of personal data pursuant to art. 17 GDPR.
 - object to the processing according to the article. 21 and GDPR
 - data portability pursuant to art. 20 GDPR.
 - revoke the consent to processing in writing or electronically to the address or email the administrator referred to in article 'II' of these terms and conditions.
2. You also have the right to file a complaint with the Office for personal data protection in the event that you believe has been infringed upon your right to the protection of personal data.

VII.

Terms and conditions of privacy security

1. The administrator declares that he has taken all appropriate technical and organizational measures to ensure the security of personal data.
2. The administrator has taken technical measures to secure data storage and storage of personal data in paper format, in particular:
 - a. Communication of a web browser with web pages and displaying of the data is done through an encrypted HTTPS protocol.

- b. Access to the database is secured by a password
 - c. Access to personal information is allowed only to users with appropriate permissions and the access is secured with a password
 - d. Documents in paper form shall be kept in a locked room with barred windows
3. The administrator declares that personal data can be accessed only by authorized persons by him.

VIII.

Final provisions

1. You agree to these terms by checking the consent through an online form (when you subscribe to the newsletter). By ticking the consent you acknowledge that you are familiar with the terms of the privacy policy and that you accept them in their entirety.
2. The administrator is entitled to change these terms and conditions. A new version of the terms of protection of personal data will be published on administrator's website and you will be sent a new version of these terms and conditions via your email address which you have provided to the administrator.

These terms and conditions take effect on 25. 5. 2018.